

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN-11-34

Candidates who applied for vacancy number TCN-11-01 need not to reapply

OPEN TO: Third Country Nationals Only

POSITION: Supply Supervisor; FSN-8

OPENING DATE: March 7, 2011

CLOSING DATE: March 20, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$26,735 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Supply Supervisor in the General Services Office (GSO) of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The incumbent is responsible for overseeing the day-to-day operation of the personnel property, none-expandable (NXP) supply unit expandable (EXP) supply and inventory unit which services the post's foreign agencies coordinating with NXP/EXP storekeepers and the inventory clerk. The incumbent must also manage personnel property procedures and ensures that all procedures confirm to all agency regulations. As supervisor, the incumbent is also responsible for overseeing and organizing the make ready of residences to meet the dead lines given.

A copy of the complete Capsule Position Description listing all duties and responsibilities is available at:

1. TCN Sharepoint Website for Department of State **Intranet** Users:
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College or university studies in Administration or Management is required.
2. Prior work experience of no less than two (2) years of storekeeping, and/or inventory/stocking, which includes one (1) year supervisory experience is required.
3. Level III (good knowledge) Speaking/Reading/Writing in English is required
4. Thorough knowledge of State Department rules and regulations in property management of warehouse, supply and inventory operations; knowledge of the organization and the GSO/Warehouse management is required;
5. Must have managerial and supervisory skills in order to manage the Embassy supply program efficiently and to supervise a staff of laborers. Must also have strong computer use skills in programs such as Microsoft Office.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION THROUGH THE FOLLOWING LINKS

1. TCN Sharepoint Website for Department of State **Intranet** Users:
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: March 20, 2011

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: WGooding, DHRO

Cleared: AMEveritt ISU/HRO

Drafted: LAbdulhadi ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Supply Supervisor Capsule Position Description FSN - 8

The incumbent directly supervises twenty-five (25) FSN and 15 daily local hire employees which include property, supply, and receiving clerks, supervisory receiving clerk, warehouse men, store keeper and administrative clerk. The employee's supervising duties include, but are not limited to: providing technical guidance, directing unit workflow, establishing internal controls of personal property, conducting spot checks, and writing up reports. The employee drafts a planning schedule for annual inventory which is to be submitted to the GSO for approval. After approval, the employee is responsible for managing items, drafting summaries, and preparing documentation. The incumbent identifies and monitors the condition of personnel property at all sites to ensure that the USG's personnel property remains in a usable state. The position holder is responsible for ensuring that all items stored in warehouse are in good working condition. The incumbent drafts for GSO approval all required reports for all foreign agencies for which the unit manages property. Additionally, the incumbent schedules and supervises all check-in and check-out of mission personnel housing; drafts for GSO damage reports after check-outs, if applicable. Lastly, the employee manages all residential files, prepares annual year-end procurement requests, serves as liaison with other offices, and coordinates with other agencies and with employees regarding residential maintenance.